

**University of Virginia
Department of French
Graduate Handbook**

March 2023 edition

Students are responsible for knowing and complying with the policies presented in this document as well as those of the University and the GSAS, as outlined in the *Graduate Record* (available on line). See the *Record* for important information on financial policies, the Honor System, academic regulations, Conflict of Interest, Discriminatory Harassment, Grievance Procedures, Fellowships, etc. Students are also responsible for knowing and complying with the Department's honor policy, *Writing, Honor, and Community: A Guide for Compositions in the Department of French* (<http://french.as.virginia.edu/writing-honor-and-community-guide-compositions-french>).

This Graduate Handbook of the Department of French conforms to University policy but offers more precise explanations that are germane to the Department. For any further clarifications, contact the Director of Graduate Studies.

This document contains current graduate policies in effect at the time of publication and takes the place of any previously issued documents. All policies or memoranda inconsistent with this Handbook are superseded. The policies and programs contained in this Handbook may be amended, supplemented, or canceled by the executive faculty; such changes will take effect only after appropriate notification.

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I. Requirements for the Degree of Doctor of Philosophy

i. Overview

The purpose of these requirements is to help students

- a) develop a **broad knowledge of literature and culture in French**, from their origins to the present;
- b) acquire **deep knowledge of a specialized field of study**, including mastery of relevant theories and methodologies and development of appropriate analytical skills, articulated in an independent research project that makes an original contribution to scholarship;
- c) master the **effective and professional communication of ideas**, both orally and in written form, in English and in French;
- d) develop the **pedagogical knowledge and skills** necessary to design and lead effective teaching and training programs within and beyond educational institutions.

Broad knowledge of literature and culture in French

- i. Coursework: students are required to take courses spanning the fullest possible chronological and geographic range of French-language cultural production.
- ii. Exams: students are required to pass a comprehensive qualifying exam by demonstrating their familiarity with the broad trends of French-language cultural production, based on a set list of representative texts and films; they are also expected to be able to discuss their research project in the context of the wider field of French Studies.
- iii. Lectures: students are expected to attend all lectures sponsored by the French Department and to ask questions and interact in formal and informal settings with the invited speakers.

Deep knowledge of a specialized field of study

In all activities related to the development of the independent research project, students are expected to consult with faculty with relevant expertise, in French and in other departments.

- i. Coursework: students use their courses to explore different subjects, research tools, and methodologies, in fields distant from their principal interests as well as in fields closely tied to their research goals; they also seek out a few courses in other departments that will enrich their understanding of their research field. In all coursework they improve their analytical skills, critical reading/viewing, and ability to ask original questions in their field.
- ii. Examinations: in the comprehensive qualifying exam, students present an interpretation of a text related to their intended field of study; in the written qualifying exam, students explore a second text (or two more) and articulate its relationship to current scholarly discussions; in the final oral qualifying exam, students defend their project proposal.
- iii. Research statements: in their preliminary statement, students identify their field of interest and the research questions that inspire them; in their field statement, they narrow their research interests toward specific texts and current scholarly discussions; in their dissertation proposal, they explain the current state of the most relevant scholarship, the key research questions of the project, and the structure of the project.

- iv. Dissertation: using the dissertation proposal and the writing done for the qualifying exams as starting guides, students develop a first chapter, submit a draft by 1 November, and present it publicly by the end of the semester following successful completion of the exams; thereafter, they submit a draft of a chapter each semester; once the dissertation has been provisionally accepted by the student's committee, the student defends the work in a final public oral examination.

Effective and professional communication of ideas

- i. Coursework: through their written and oral exercises for their courses, students consciously work on developing a fluid, clear, and correct writing and speaking style in their primary research language; they attain near-native fluency in French and develop effective habits for life-long improvement; if English is not their primary research language, they attain sufficient fluency to ensure clear communication both orally and in writing.
- ii. Research: students further develop effective writing skills and a voice through the writing of their dissertation; when, and only when, they are sufficiently advanced in their research and thinking about a topic, they begin to present their work at the occasional scholarly conference.
- iii. Study abroad: students who did not grow up in a Francophone environment are especially encouraged to spend a considerable stretch of time in a Francophone country and to take full advantage of all available resources there to improve their French language skills.
- iv. Other activities: students participate in campus activities in the target language, become language-buddies with native speakers, listen to the radio and watch films in the target language, and generally seek out all available resources.

Effective pedagogical knowledge and skills

- i. Coursework: through FREN 7040, taken in conjunction with the first semester of teaching, students gain knowledge of theories of pedagogy and practice in effective teaching.
- ii. Teaching assignments: whenever possible, students have the opportunity to teach the full range of the undergraduate required course sequence (beginner – intermediate).
- iii. Advanced teaching experience: once students have completed their qualifying exams and taught for at least two years, they are eligible to apply to teach a course at a higher level and/or closely related to their research.
- iv. Other activities: students take advantage of pedagogy workshops offered within the department and beyond it.

ii. Calendar

* Note: this calendar shows the full requirements for the PhD at UVA. Students who already hold an MA (or equivalent degree) from another institution may be able to transfer credit toward some of these requirements. During their first year, they should complete the requirements marked below with an asterisk (Year 2) and petition to transfer credit for up to 6 courses and the comprehensive exam (if appropriate) by April 20 (see transfer credit form on Collab – French Grads). If a transfer request for 6 courses is granted, students normally advance by one year in the program and begin Year 3 directly after their first year; this will not affect their six-year funding package.

Year 1: **Coursework (No Teaching)**

6 courses at the 5000-level or above

Reading toward comprehensive qualifying exam

Year 2: **Coursework and Teaching**

*6 courses at the 7000-level or above

Note: In fall, students with no transfer credit begin to teach and enroll in 7040 (3 credits)

Note: Unless exempted by transfer credit, students enroll in FREN 8993 (Independent Study) in the spring and take the qualifying exam I (comprehensive) in March

*April 20: submission to DGS of preliminary research statement

*May 30: resubmission to DGS of research statement with dissertation director's approval and agreement to serve

Year 3: **Coursework, Teaching, and the Dissertation Proposal**

September 15: submission of approved field statement

Fall: 2 courses at 7000-level or above

Note: In fall, students with transfer credit from a prior MA teach and enroll in 7040 (3 credits)

December 1: declaration of dissertation committee (3 readers)

January 15: submission of qualifying exam II CFPs to dissertation director

January 31: submission of approved CFPs, reading lists, and exam dates to DGS

Spring: dissertation colloquium; qualifying exam II (preliminary research) in February; submission of dissertation proposal (April); and qualifying exam III (oral defense of proposal) in early May

Summer: completion of additional language requirement (if not earlier)

Year 4: **Dissertation and Research Abroad or Teaching**

Submission of full draft of 1st dissertation chapter (1 November)

Public presentation of 1st chapter (by end of fall semester)

Teaching (students with transfer credit from a prior MA)/fellowship (all others)

Note: students are encouraged to spend this year or Year 5 conducting research in a Francophone country via a teaching exchange (UPEC, Lyon II), under the auspices of our exchange agreement with the EHESS, or as an unaffiliated student. Students are strongly urged to apply for external fellowships (Chateaubriand, ENS, Sibley etc.) and internal research grants to support their study.

Note: in April of the fourth year of funding, students are eligible to apply for the advanced teaching experience for the following year (depending on staffing needs).

Year 5: Dissertation, Teaching or Research Abroad, and the Academic Job Market

Fall: Students will submit to their director and to the DGS a draft of a CV and Cover Letter geared toward their primary post-Ph.D. career path (academic faculty, academic administration, secondary school teaching, etc.) by September 1. Begin planning job search and submit job applications. Work closely with your dissertation director/committee to decide whether a 6th year of funding (funded by a GTA or fellowship, if available) is necessary.

Spring: Students are expected to defend their dissertations in April of YEAR 5.

Year 6 (if necessary): Dissertation Completion, Fellowship (if available) or Teaching, Professional Development, and the Academic Job Market

Fall: Students should work with their dissertation directors to revise materials and submit materials for a second cycle of the academic job market. Students should also use this time to prepare a conference paper (or two) and begin working on an article for publication (based on work from a dissertation chapter).

Spring: Dissertation defense MUST OCCUR NO LATER than mid-April of Year 6.

BE AWARE that funding will not extend past the spring semester of the 6th year.

iii. Doctoral Committee

Students are initially assigned a faculty advisor; they should take the initiative to meet with their advisor soon after arriving at UVA and should continue to consult with the advisor about coursework and other requirements.

From their arrival at UVA, students should make a special effort to get to know the tenured and tenure-track faculty whose research interests intersect with theirs, whether or not those faculty offer graduate courses during that time. By the time students have completed 36 hours of coursework (12 three-credit classes; some may be by transfer credit, see below), they must have secured the agreement of a tenured or tenure-track faculty member in the French Department to serve as their dissertation director. By May 30 of Year 2 (see Calendar above), the dissertation director must approve the student's initial research statement (see below) in order for the student to continue in the program.

During the following months, students will choose, in consultation with their dissertation director, two additional committee members and secure their agreement to serve. The doctoral committee will thus initially consist of three members, at least two of whom will be tenured or tenure-track faculty in the UVA French Department. If the student and director agree that a non-UVA scholar would be an appropriate member of the committee, the student will petition the DGS, providing an explanation of why the scholar would be a helpful addition to the committee and a CV showing that the scholar holds a PhD or an equivalent degree. If the GSC approves the request, the DGS will forward the request to GSAS for a final decision.

External committee members cannot, under any circumstances, replace the Dean's Representative (see below).

By December 1 of Year 3, students will complete a doctoral committee declaration form (available on the Collab French – grads website) and return it to the French Department office, where it will be kept on file.

As the dissertation progresses, students will choose, again in consultation with the dissertation director, a fourth member for the committee, a Dean's Representative who is a tenured or tenure-track professor in a department other than French in the College of Arts and Sciences at UVA.

Experience tells us that members of the committee play an important part in guiding and challenging students outside of the formal confines of the classroom. As mentors, they help students focus on their academic and intellectual goals and serve as resources for research and professional questions. In addition, the committee is responsible for administering the qualifying examinations.

As the need arises, the committee may be changed by petition to the GSC from the student or any faculty member on the committee (see also "Dissertation", below). As a matter of courtesy and professionalism, it is expected that students who wish to change any member of their committee (including the dissertation director) will discuss the change with that member first, before approaching another faculty member to serve; similarly, faculty who wish to be removed from a committee are expected to speak first to the student.

iv. Coursework

Forty-two credit hours of coursework (normally fourteen courses) are required for the PhD. Of these, eighteen hours (six courses) may be at the 5000-level or above; the remaining twenty-four hours (eight courses) must be at the 7000-level or above.

Nine credits (three courses) must focus on pre-1800 topics; nine on post-1750 topics. If a course does not clearly fall into one of the periods (pre-1800 or post-1750), but a majority of a student's written work for the class focuses on one period, the student may elect to count the course toward the period requirement, with instructor permission.

By petition to the GSC, six credits (two courses) may be taken in another department; students should explain how the outside course will support their intended dissertation research.

The practicum, FREN 7040, "Theories and Methods of Foreign Language Teaching," is required of all TAs in the first semester of teaching. FREN 7040 counts toward the courses required for the PhD.

Students taking the comprehensive exam enroll in FREN 8993 (Independent Study) during that semester; this course counts toward the forty-two required credits.

Students are encouraged to take FREN 7500 (Topics in Theory and Criticism), especially if they have not previously taken a course focusing on literary theory.

Up to eighteen credit hours (six courses) may be transferred from a graduate program outside of UVA. Students wishing to transfer credit will be expected to submit the transfer

credit form (see Collab – French grads) and an official transcript to the DGS by April 20 of their first year at UVA. The DGS will determine whether or not the non-UVA courses fulfill the distribution requirements above and advise the student accordingly. The DGS will also forward the petition to GSAS, who makes the final decision about transferring credit.

Near the conclusion of the final semester of coursework, students must submit the Completion of Coursework form to the DGS.

Students beyond coursework are strongly encouraged to audit informally one relevant course each semester in the French Department or elsewhere at the University.

v. Research Statements

Students narrow in on a dissertation project through a series of submitted research statements.

a) **Preliminary research statement.** Due to DGS: April 20 of Year 2. Revised version with dissertation director approval due to DGS: May 30 of Year 2. This one- to two-page statement identifies the student's field of interest, the research questions that the student wishes to pursue, and the student's relevant past experience and plans for future coursework and training. Students are expected to consult with their presumptive dissertation director on the drafting of the statement, which may be a revised version of the document used for applying to the program or may articulate a new project.

The faculty will review the statement as part of students' preliminary review (see below, Satisfactory Progress). Once students have passed the review, they must secure both the agreement of a faculty member in the Department to serve as their dissertation director and this person's signature on the statement of purpose, revised if necessary.

b) **Field statement.** During the summer after the submission of the preliminary research statement, students will compose a 15-page field statement consisting of an overview of their dissertation topic (including specific primary sources), the central research questions to be pursued, and a review of the most recent scholarship (with bibliography). Students will submit the field statement, approved by the dissertation director, to the DGS by September 15; it is strongly recommended that students show a nearly final draft of the statement to their dissertation director no later than September 1.

c) **Dissertation proposal.** During the spring of Year 3 (for students fulfilling Year 1 requirements by transfer credit, the second year of studies at UVA), students participate in a dissertation proposal colloquium, which functions as an extended workshop for students to refine their research plans for the dissertation and, in the process, develop their dissertation proposals. The colloquium, organized by the DGS in consultation with the dissertation directors of the participating students, will meet for one to two hours near the beginning of each month. Participating students will present, in draft form, their primary research questions (January), an annotated bibliography and initial review of literature (February), an abstract and chapter titles (March), and the full proposal draft (April). All faculty and students are welcome to attend.

By April 20, students will submit to their dissertation director a dissertation proposal of 15 to 20 pages (exclusive of bibliography), including a tentative title, abstract, review of literature, and description of procedure or method, accompanied by a selected bibliography (see Dissertation Proposal Form, available on the French Department website). Once the director approves the proposal, the student submits it to the committee at least one week prior to the scheduled Part III exam date (see below).

vi. Qualifying Examination

The qualifying exam consists of three parts. All parts of the exam must be completed before the beginning of Year 4 (for students who have transferred credit to fulfill Year 1 requirements, this is the beginning of their third year of studies at UVA).

a) **Part I: Comprehensive Exam.** Students take the comprehensive exam in mid-March of Year 2; during that semester, they enroll in FREN 8993 (Independent Study) to prepare for the exam. Students who have completed a similar exam (or equivalent work) prior to coming to UVA may petition the GSC for exemption from this part (only) of the qualifying examination; the petition must be submitted before the end of the first semester of coursework.

The exam covers a broad chronological spectrum of French and Francophone Studies from the Middle Ages to the present. The reading list is limited in scope to allow students to engage rigorously with a selection of representative works from a variety of genres. In preparation for the exam, students should also consider the larger historical, literary historical, and cultural contexts within which each work was produced; some secondary readings are included in the official reading list, but students are strongly encouraged also to read other secondary sources, particularly in the fields pertaining to their future research. Students are responsible for all works on the reading list for the exam.

The 75-minute exam includes two parts, one of which will be conducted in French and one in English, as chosen by the student: (1) delivery of a twenty-minute conference paper on a topic related to the student's intended dissertation research, followed by discussion of that paper, and (2) general questions on the reading list. The conference paper may not be the exact work for which the student has already received a grade, but it can be a significantly revised version of a course paper. It should demonstrate the candidate's ability to provide an original close reading of a work, with reference to broader questions and debates of scholarly interest.

Criteria for evaluating the exam include the following: clarity and coherence of the argument made in the presentation, pertinence and accuracy of the examples used, and the student's ability to engage the listeners, to demonstrate general knowledge of the works on the reading list, and to respond to questions on the presentation and on the reading list. No student passes whose French or English is not deemed by the examining committee to be sufficiently fluent and correct.

The candidate will be informed of the exam results at the conclusion of the exam. One of the examiners will submit a brief report of the exam results to the DGS, with a copy to the candidate and to the Department Administrative Coordinator for the candidate's file.

Both parts of the examination must be passed; in case of failure, either part of the comprehensive examination may be retaken only once, normally at a make-up session held no later than mid-April of that same year.

b) Part II: Preliminary Research Exam. The preliminary research exam takes place in February of Year 3 (students who have transferred credit to fulfill Year 1 requirements will be in the second year of their studies at UVA).

By the start of the examination semester, students submit to their dissertation committee two questions, pertaining to their research interests, in the format of a Call For Proposals (CFP; see the file in the French Grads Collab site); at the same time, they submit the draft reading list for Part III of the exam (see below). Students must obtain approval of the lists and questions from their committee, set dates for both Part II and Part III of the examination (see below) with the committee, and submit lists, questions, and dates to the DGS by January 31. It is strongly recommended that students meet in person with their full committee within the first two weeks of classes to discuss the lists and questions.

The date chosen by the candidate and committee for the written exam will fall between February 15-28. On the chosen date by 10AM, the candidate will receive, by email from the dissertation director, one of the two questions approved early in the semester. The candidate will prepare a response of 8-10 pages (excluding bibliography and purely bibliographic notes), in the language of the future dissertation, and send it as an email attachment to all members of the committee, and the Department Administrative Coordinator, 72 hours later. During those 72 hours, candidates may consult resources they would normally use to write a paper; however, they may not discuss the exam with another person and they may not use a partially or fully pre-written response. It is expected that the candidate will clearly identify more limited parameters for the response than those set out in the Call for Essays; the response should resemble a conference paper (presenting a coherent argument that analyses a limited number of examples in depth) rather than a typical exam essay (which shows knowledge of a wide array of readings).

Criteria for evaluating the exam include the following: demonstration of comprehension of the question, sound knowledge of the works involved, and synthetic and analytic thinking; overall coherence and logic of response; and clear articulation of position in relation to major scholarship in the field. No student passes whose French or English is deemed by the committee to be inadequate. Only one reexamination is permitted (see below).

The committee members will communicate their evaluations of the response to the dissertation director in a timely fashion, and the director will inform the candidate of the results of the exam no more than one week after the candidate has submitted the exam response. The director will submit a brief report of the exam results to the DGS, with a copy to the candidate and to the Department Administrative Coordinator for the candidate's file.

Should the committee determine that a student's performance on the written preliminary examination does not warrant a passing grade, the student will have one chance to revise and resubmit the exam paper. The committee will provide the student with specific feedback about the strengths and weaknesses of the exam paper, explaining the reasons for failure. The student will revise the exam paper, adhering to the same regulations (page length, etc.) as for the first sitting of the exam, except for the time allotted. Typically, the student may take four weeks to complete the revisions. In all cases of failure, a revised exam schedule, including both the deadline for the revised written exam and the timeframe for the oral exam, will be determined by the student's dissertation director in consultation with the DGS. If the readers determine that the student's revision fails to meet the criteria for passing, the student will not be allowed to continue in the program.

c) **Part III: Dissertation proposal defense.** The dissertation proposal defense is an oral exam that takes place in early May, no less than one week following the submission of the dissertation proposal.

The purpose of the dissertation proposal defense is for students to demonstrate both the validity of their planned research and their knowledge of how that research relates to their field and to conversations pertaining to their topic in other fields. In order to master these broader contexts, students, prior to the semester in which the examination is to be taken, draft a reading list—in consultation with their dissertation director—composed of two parts: one including major works (primary and secondary) in the main field of specialization and the other broadening the dissertation topic (chronologically, thematically, or theoretically, etc.). For example, the main field might be Medieval Studies, and the secondary field might be “poetry” (spanning early poetry into the 20th century). It may include some works from courses and earlier exams. Students will be expected to master the reading list during the semester when they write their proposal. Students must obtain approval of the lists and questions from their committee, set dates for both Part II and Part III of the examination (see below) with the committee, and submit lists, CFPs, and dates to the DGS by January 31. It is strongly recommended that students meet in person with their full committee within the first two weeks of classes to discuss the lists and CFPs.

The examination consists of an oral presentation of the dissertation proposal (15 min.), followed by questions on the proposal (30 min.) and questions relating the dissertation topic to the context of wider fields as defined by the student's independent reading lists (30 min.). Questions about the written exam may be asked. Questions in French and in English will be asked.

Criteria for evaluating the exam include the following: demonstration of comprehension of the questions, sound knowledge of the works involved and other important works in the field, and synthetic and analytic thinking; overall coherence and logic of responses; and clear articulation of position in relation to major scholarship in the field. No student passes whose French or English is deemed by the advisory board to be inadequate. A student may (a) pass the oral with approval of the written proposal; (b) pass the oral exam contingent on successful completion of recommended revisions to the written proposal, to be completed by August 1; or (c) fail the oral exam. In the case of a failure, only one reexamination is permitted.

The candidate will be informed of the exam results at the conclusion of the exam. The dissertation director will submit a brief report of the exam results to the DGS, with a copy to the candidate and to the Department Administrative Coordinator for the candidate's file.

vii. *En Route* Master's Degree

Doctoral students may petition GSAS for an MA degree upon completion of the Master's degree requirements, all of which must be fulfilled at UVA (see below).

viii. Language Requirement

Doctoral students are expected to be familiar with the important scholarship in their field (broadly defined), regardless of the language in which that scholarship is published. This knowledge includes but is not limited to studies on the specific authors and works included in the dissertation: it is the responsibility of all scholars to reflect on the discoveries and arguments of their colleagues in related fields. Post-colonial Francophone scholars might, for example, draw on the ideas of Post-colonial Hispanophone and/or Arabophone scholars; dix-huitiémistes and dix-neuviémistes might find it useful to reflect on German cultural developments and the pertinent studies; seiziémistes might discover helpful ideas in Italian studies, etc.

To this end, students are required to gain reading proficiency of at least one additional relevant language (beyond English and French), and are strongly encouraged to acquire knowledge of all the languages most useful to their research. Students should consult with their dissertation director about their choice of language to fulfill this requirement.

In order to fulfill the general reading knowledge language requirement, students must pass a written proficiency examination, which is completed with a dictionary, by the end of the summer following completion of the qualifying examination. Students are strongly encouraged to meet this requirement much earlier.

Each Department follows its own procedures for administering the language exams. Students should check the appropriate departments' websites for specific guidelines.

Students whose native language is neither English nor French, and who can be evaluated by a member of the UVA faculty in a continuing position, may petition the DGS to be evaluated in their native language if that language is useful to their research. The evaluation will consist of an oral interview during which the student will read a passage in the target language, chosen by the evaluator and previously unseen by the student, and discuss it with the evaluator. The evaluator then will inform the DGS of the results of the interview.

ix. Dissertation

Upon the successful completion of the qualifying examinations, the candidate will begin work on the dissertation. In order to receive a "Satisfactory" grade for their NTR in the

first semester of dissertation writing, candidates must submit a draft of their first chapter to their dissertation director by 1 November and give a public oral presentation of the chapter at a forum held before the end of the semester; candidates should provide the appropriate form to the DGS to submit to the Department Administrative Coordinator certifying completion of this “milestone” requirement. Thereafter, students are expected to complete at least one chapter per semester in order to maintain “satisfactory progress.”

It is understood that the second reader will—with the dissertation director—read the work chapter by chapter, and suggest such revisions as he or she deems necessary (and consonant with the scope and method of the thesis). It is further understood that it is the candidate's responsibility to keep both readers informed of progress made on the work. Finally, if the dissertation director and the candidate agree to change the second reader, this will be done.

A period of at least three months will elapse between a change of dissertation director and the defense of the dissertation and at least four weeks between changes in the second or third reader or the Dean's Representative and the final examination, an oral defense.

x. Final Oral Examination ("defense")

Once the candidate has completed all other requirements (including the Language Requirement), and the dissertation has been approved by the dissertation committee, the dissertation director will schedule the Final Oral Examination at a time that is acceptable to the candidate and to all members of the dissertation committee. After receiving due notice from the director (at least ten days prior to the Examination), the DGS will announce the time and place to the Department, and in such other ways as he or she may consider proper.

A copy of the dissertation must be available to French Department members for one week preceding the Oral Examination; an electronic copy should be uploaded to the dissertations Collab site, and a hard copy may be left in the French Department office.

At the Final Oral Examination, the committee examines the candidate upon such phases of the major subject and of allied subjects as the committee deems appropriate. The director chairs the examination, sets the rules of procedure, and has the power to set prior limits to the time allotted each examiner. After the committee has completed its questioning, other faculty members may request permission to question the candidate. Such permission shall normally be granted. The director may limit the time allotted to such questioning.

The Final Examination is open to all members of the faculty, to graduate students of the University, and to guests of the candidate.

xi. Time Limits

By GSAS regulation, total time in the graduate programs after the BA must be at least three sessions (academic years) and all requirements for the PhD must be completed within seven years from the date of admittance into the PhD program. In special cases, upon approval of the Dean of the GSAS, work out-of-date may be revalidated by examination. In case of interruption of work by military service, time spent in service will be excluded from the computation of this seven-year period.

II. Requirements for the Degree of Master of Arts

i. Overview

The MA is a broad and general degree, drawing upon the materials and methods of French and Francophone (and closely allied) Studies to extend and deepen the candidate's humanistic background and competencies.

Students in the MA program may be part of the BA/MA (4+1) option, the regular option, or the pedagogy option.

The purpose of the program requirements is to help students to

- a) develop a **broad knowledge of literature and culture in French**, from their origins to the present;
- b) acquire **tools of intellectual inquiry** necessary for further study, including abstract thinking and research skills;
- c) master knowledge of the **French language**.

Students pursuing the pedagogy option will also master effective teaching skills built through training and experience and should take advantage of pedagogy workshops offered within the department and beyond it.

Broad knowledge of literature and culture in French

- i. Coursework: students are required to take courses spanning the fullest possible chronological and geographic range of French-language cultural production.
- ii. Exams: students are required to pass a comprehensive MA exam by demonstrating their familiarity with the broad trends of French-language culture production, based on a list of representative texts and films.
- iii. Lectures: students are expected to attend all lectures sponsored by the French Department and to ask questions and interact in formal and informal settings with the invited speakers.

Tools of intellectual inquiry

- i. Coursework: students use their courses to explore different subjects, research tools, and methodologies, in fields distant from their principal interests as well as in fields closely tied to their career goals. In all coursework they improve their analytical skills, critical reading/viewing, and ability to ask original questions.
- ii. Examinations: in the comprehensive MA exam, students present an interpretation of a text or film related to their intended career interests.

Mastery of French

- i. Coursework: through their written and oral exercises for their courses, students consciously work on developing a fluid, clear, and correct writing and speaking style.
- ii. Study abroad: students who did not grow up in a Francophone environment are especially encouraged to spend time in a Francophone country and to take full advantage of all available resources there to improve their French language skills.

iii. Other activities: students participate in campus activities in French, become language-buddies with native speakers, listen to French radio and watch French films, and generally seek out all available resources; they develop effective habits for life-long improvement.

ii. Calendar

	Regular Option	Pedagogy Option	BA/MA
Year 1 Fall	• 3 courses in Dept.	• 3 courses in Dept.	<i>Undergraduate coursework (Y4 of BA)</i>
Spring	• 4 courses (1 reading; 1 may be in another dept)	• 3 courses in Dept.	• 2 courses in Dept.
Summer	Reading toward MA exam	Reading toward MA exam	UVA French Study Abroad Prog. if possible Reading toward MA exam
Year 2 Fall	• Sept 1: Declare field for MA exam and submit reading list (coursework + set field list) • 3 courses in Dept. • Final Master's exam	• Sept 1: Declare field for MA exam • 2 courses (1 may be in another dept) • 7040 • Teaching	• Sept 1: Declare field for MA exam • 4 courses (3 if Study Abroad over summer; 1 may be in another dept)
Spring		• Feb 1: Submit reading list for MA exam (coursework + set field list) • 1 course • Teaching • Final Master's exam	• Feb 1: Submit reading list for MA exam (coursework + set field list) • 7040 • 4 courses (1 reading; 3 if Study Abroad over summer) • Final Master's exam

iii. Coursework

Thirty credit hours (usually ten courses) are required for the MA degree. A minimum of twenty-seven credits (usually nine courses) must be taken within the Department.

Nine credits (three courses) must focus on pre-1800 topics; nine on post-1750 topics. If a course does not clearly fall into one of the periods (pre-1800 or post-1750), but a majority of a student's written work for the class focuses on one period, the student may elect to count the course toward the period requirement, with instructor permission.

By petition to the GSC, three of the remaining credits may be taken in another department; the petition should clearly state how the course will support the student's career goals.

All courses must be taken at the 5000 level or above.

Students must complete a final paper and/or a final exam in French for at least eight courses (twenty-four credit hours); their oral presentations are normally expected to be in French. Students not pursuing the pedagogy option may elect to take one course as a reading course (see below).

Students pursuing the Pedagogy Option serve as graduate instructors and will take the practicum, FREN 7040, "Theories and Methods of Foreign Language Teaching," which is required of all TAs, in the first semester of teaching. FREN 7040 counts toward the ten courses required for the MA.

Near the conclusion of the final semester of coursework, students must submit the Completion of Coursework form to the DGS.

iv. Reading Course

Students wishing to enroll in a class as a reading course are expected to request permission from the professor to enroll as a reader; to adhere to the regular class attendance policy and to come to class with a copy of the text to be discussed; to contribute meaningfully to the class discussion in each class meeting, showing good knowledge and thoughtful preparation of the readings; to give one or more oral presentations if requested by the professor. Students enrolled as readers are not expected to submit any written work for evaluation; their grade is determined entirely by their participation in class. Professors who believe that students are not fulfilling their obligations will notify the students of the specific problems in a timely way. At midterms and at the end of the course (the latter in the form of the regular graduate student evaluation), all professors will send to reading students brief written evaluations of the students' participation.

v. Optional Master's Thesis

With a faculty advisor's written approval, students may petition the GSC for permission to write a Master's Thesis, for which they will enroll in FREN 5998 and 5999, to be taken in different semesters. The petition must be submitted during the semester preceding enrollment in FREN 5998. All six credits count toward the required 30; three of the six credits may be applied to the course distribution requirements (i.e., in pre-1800 or post-1750).

vi. Comprehensive Examination

Students pursuing the regular option take the comprehensive exam in mid-November of their second year; students pursuing the BA/MA or the pedagogy option take the exam in March.

The one-hour exam covers a broad chronological spectrum of French and Francophone Studies from the Middle Ages to the present. Conducted entirely in French with two examiners, the exam consists of a twenty-minute presentation of work not already graded in a course and forty minutes of questioning on the presentation and on a reading list.

The presentation, resembling either an academic conference paper or a talk for a wider audience, should demonstrate the candidate's ability to provide an original close reading of a work, chosen from the reading list (see below), with reference to broader questions and debates of scholarly and/or public interest.

The reading list will be composed of two parts: a chronologically organized bibliography (in correct MLA format) of all the primary readings for all the courses that the candidate has taken at UVA in the French Department, and a very short set list selected from three options. The three options are a) 11th-16th century; b) 17th-18th century; and c) 19th-21st century; the lists include a few overview readings common to all three. Students select the list that most closely corresponds to their presentation topic and provide to the DGS a copy of their full reading list (both parts) by September 1 (fall examination) or February 1 (spring examination) of Year 2; the examiners are selected by the DGS.

Criteria for evaluating the exam include the following: clarity and coherence of the argument made in the presentation, pertinence and accuracy of the examples used, and the student's ability to engage the listeners, to demonstrate general knowledge of the works on the reading list, and to respond to questions on the presentation and on the reading list. No student passes whose French is not deemed by the examining committee to be sufficiently fluent and correct.

The candidate will be informed of the exam results at the conclusion of the exam. One of the examiners will submit a brief report of the exam results to the DGS, with a copy to the candidate and to the Department Administrative Coordinator for the candidate's file.

Both parts of the examination must be passed; in case of failure, either part of the comprehensive examination may be retaken only once, normally at a make-up session held no later than four months after the initial exam.

vii. Time Limit

Students pursuing the regular MA option normally complete the degree in three semesters; students pursuing the BA/MA or pedagogy option normally complete the degree in four semesters. The GSC must be petitioned for any extension. By GSAS regulations, the absolute time limit for completion of the degree is five years.

viii. Application to the PhD

The MA is a stand-alone degree that does not lead to the PhD. Students admitted to the MA program and interested in pursuing a PhD at UVA will need to go through the regular application process. They should familiarize themselves with the PhD requirements (noting especially the level of coursework required and the qualifying exam) and consult early on with the DGS about meeting requirements that can be transferred toward the PhD. MA students' applications to the PhD program will be treated like those of students applying from a graduate program at another institution; there is no guarantee of admission to the PhD program.

III. General Regulations and Procedures

i. Enrollment and Non-Topical Research (FREN 9998, 9999)

By GSAS convention, a student must enroll in at least 12 credit hours to maintain full-time status, which is necessary for deferring loans, having full access to the University and, for those with funding, receiving health insurance benefits paid by UVA.

To maintain full-time status, students who enroll in fewer than 12 credit hours of coursework may enroll in FREN 9998 (for MA students or PhD students who have not yet selected a dissertation director) or FREN 9999 (for PhD students who have a dissertation director). Students enrolling in FREN 9998 enroll with the DGS as the professor. The dissertation director is the professor for FREN 9999.

Students may enroll in 1-12 hours of NTR per semester. Note that NTR is graded as a S/U option. FREN 9999 counts in evaluations of satisfactory progress. NTR is not independent study.

18 credit hours of FREN 9998 and 9999 (combined) are required for the PhD.

ii. Enrollment in Appropriate Course Levels

Most courses in the French department are cross-listed as 5000/8000 courses, with the 5000-numbered enrollment for MA/first-year PhD students and the 8000-numbered enrollment for more advanced PhD students; there are usually different requirements for each level. 7000-level courses are appropriate for all graduate students.

See "Coursework" under each program above for more information. Advanced PhD students who erroneously enroll in 5000-level courses risk not fulfilling their requirements.

iii. Grades

The comments and grades that faculty provide in response to papers and in course evaluations are intended to help students improve their skills for the successful completion of program requirements as well as for longer-term goals. All students are strongly encouraged to meet with their professors to discuss their papers and the comments they receive. Grades and comments will help students identify strengths on which they can build as well as areas for improvement. Grades in the "B" range may reflect problems that students need to address in order to pass required examinations (MA comprehensive or PhD qualifying), continue in the program, or complete a dissertation. By GSAS regulation, B- is the lowest grade for which a student will receive credit, and students must maintain a minimum GPA of 3.0 (B) to make satisfactory progress.

In addition to providing written comments on papers, faculty will complete evaluation forms for each student in their classes. Students will receive copies of their evaluations from the Department Administrative Coordinator; copies will also be placed in the students' files.

iv. Auditing (formally or informally)

Enrolling in a course as an auditor does not count toward credit hours, but auditors are responsible for seeking permission to audit and for fulfilling auditing requirements set by the professor.

v. Satisfactory Progress

Satisfactory progress as a student determines, in part, each student's continuation in his or her program; when applicable, renewal of funding depends in part upon satisfactory performance as a GTA.

How progress is evaluated

The French Department executive faculty convene in late April or early May to assess academic progress on the part of all graduate students and to conduct the preliminary review of doctoral students completing Year 2. Progress is evaluated on the basis of grades, work in current courses, course loads, adherence to deadlines, incompletes and performance as a GTA, as applicable; for Year 2 doctoral students, the faculty also consider the students' preliminary research statement.

Students in the doctoral program are required to submit an annual report, which includes information on progress over the past year and proposed deadlines for the coming year, to the DGS and to their dissertation director and committee (once these people have agreed to serve); the form is circulated in March. Dissertation directors review their students' reports before the final Department meeting in May; they send their reviews to both the student and the DGS. After the final Department meeting, the DGS sends a brief report to all students in their first year of the French graduate programs, students who have undergone their preliminary doctoral review, and any student whose progress is considered to be insufficient.

Definitions of Satisfactory Progress

Satisfactory Progress is defined as a minimum GPA of 3.0 (B) in each semester of coursework and the successful completion of examinations conducted outside of coursework. Students in their first year of the graduate programs must earn letter grades in a minimum of three 3-credit-hour courses per semester by the end of the grading period for each semester; two of these courses per semester must be in the French Department.

Satisfactory Progress for doctoral students also includes meeting the deadlines of the other program requirements (research statements, dissertation progress, etc.). See the PhD requirements calendar and descriptions of individual requirements above.

Requests for extensions

When personal circumstances, such as a serious injury, or circumstances in a student's immediate family, such as a birth or death, make it difficult for the student to meet

the expected deadlines, the student will submit, within the semester, a request for modified deadlines to the faculty instructor (for coursework) or to the DGS and to the student's dissertation director (for other requirements). The request will include an explanation of the circumstances and a specific timeline with revised deadlines. The student may submit subsequent requests for the same event; these must be received no later than the first day of classes of the semester in which the modified deadlines will apply.

vi. Leaves of Absence

Students who need to suspend their studies temporarily must petition the DGS for a Leave of Absence. The DGS will consult with GSAS; final approval rests with GSAS. Leave of Absence policies, including consequences for health insurance, funding etc., fall within the jurisdiction of GSAS, and students should inform themselves, through the *Graduate Record* and direct consultation with GSAS, of the details.

vii. Probation

A student who does not make satisfactory progress in a semester is placed on probation. A permanent note is added to the student's transcript. The student is informed of the specific requirements, determined by the DGS in consultation with the GSC and the dissertation director, necessary for remaining at the University beyond the semester of probation. These may include, but are not limited to, a specific number of courses taken for credit and a specific GPA or a specific amount of progress accomplished on the dissertation. The student who does not meet these requirements will be required to withdraw from the University.

viii. Incompletes

The French Department strongly discourages incompletes. However, should the professor and student agree that circumstances dictate otherwise, and that an incomplete grade is necessary, the French Department will follow the guidelines established by the GSAS:

"A grade of Incomplete (IN) for a graduate course must be resolved by the conclusion of the next full term. An unresolved grade of Incomplete will be converted to failing grade by the University registrar 200 days from the date on which grades for that term were originally due." (*Graduate Record*)

A grade of F, like any other grade below B-, is considered to be an unsatisfactory grade. Receipt of such a grade is grounds for dismissal from the graduate program.

Professors who wish to uphold a more stringent incomplete policy may do so, but such policy must be stated on the course syllabus at the beginning of the semester.

See also "Satisfactory Progress."

ix. Milestones

The Graduate School of Arts and Sciences tracks the completion of requirements through "milestones" that are visible in the Student Information System (SIS). The completion of most requirements in the department is documented with a form specific to the requirement (available on the French Grads Collab site). Students are responsible for obtaining the appropriate form and, in most cases, filling it out in part in advance of the event that fulfills the requirement (exams, submission of dissertation proposal, etc.), and, after the event, turning it in to the Department Administrative Coordinator, who enters the completion of the milestone in SIS. In some cases, faculty or the DGS will submit the form to the Department Administrative Coordinator, but students are always responsible for ensuring that their SIS milestone record is accurate. Without GSAS approval for a delay, failure to complete milestones on time can block students' enrollment and/or lead to other repercussions.

x. Foreign Research, Teaching and Study

All graduate students are strongly encouraged to spend some time in a Francophone country during their studies at UVA. For this, they may apply for grants such as the Chateaubriand and the Sibley, exchange programs such as the UVA-ENS exchange, the Department's summer programs in Lyon and Rabat, or one of the Department's TA Exchange Programs with the Universities of Paris XII and Lyon II; some of these opportunities are only open to doctoral students. For more information, visit the Department website.

Courses at the Université Lumière-Lyon II are offered under the aegis of the SCPS (the School of Continuing and Professional Studies). It is the student's responsibility to notify the DGS of any credit obtained in Lyon so that the DGS may petition the GSAS for transfer credit for the courses.

Students studying abroad may want to petition for a leave of absence for their time away (see "Leave of Absence").

xi. Transfer Credit

Doctoral students who wish to transfer credit from prior graduate work must petition the DGS by the end of the first year of coursework at UVA; the petition must include a copy of the final transcript (showing all grades) of the prior degree. See "Coursework" above.

Once doctoral students begin their studies in the UVA graduate program, they must request approval from the GSC before enrolling at another institution in order to transfer credit from that institution. They are also responsible for knowing and complying with the GSAS

regulations regarding transfer credit, which include securing permission from the Graduate Dean's Office prior to study.

GSAS does not allow any transferred credit toward fulfillment of the MA degree requirements.

The French Department requires a grade of B or better for all transferred credit.

xii. Teaching Assistantships

A full-time TAship is defined as one course per semester; courses meet either three or five times per week for fifty minutes each or twice per week for seventy-five minutes. Students will typically not teach in the first year of the program. In the second year, doctoral students and MA students pursuing the pedagogy option should expect to teach one section of elementary French each semester, which entails five meetings/week. In their third and fifth years in the department, doctoral students will usually teach one section of 2010, 2020, or 2320, or another 3-credit course. Doctoral students do not typically teach in their fourth year in the program.

TAs must also keep two posted office hours per week and must be available to make appointments with students who cannot attend those office hours.

Preparation and grading time vary from teacher to teacher. Full-time TAs should expect to spend 6-10 hours per week outside of class (preparing lessons, grading, office hours, test committees, instructor team meetings, etc.).

Individual TAs who need help managing their workload should meet with the Language Program Director (LPD) to work on strategies for balancing responsibilities.

"Theories and Methods of Language Teaching" (FREN 7040) is a required course for every TA and every Assistant/e during the first semester of teaching at UVA. Assistants/es may audit the course but must attend regularly and do all assignments. TAs with prior experience teaching and previous coursework in language teaching must take 7040 if they are new to our program.

Please see the Handbook for TAs in French for more details; it can be found on the Department's "French Instructors" Collab site.

xiii. Graduate Student Employment Policy

Graduate students with funding receive payment from the Department of French to serve as GTAs (pay) and to focus on their studies (fellowship). In years that funded students are not employed as GTAs, their fellowships are intended to allow them to study without taking on other employment. While classes are in session, funded students may accept, without seeking permission, one-time jobs that do not exceed a total of 10 hours. Students with funding who wish to engage in recurring employment or in any one-time employment that exceeds 10 hours must secure written permission from their advisor and submit that

permission, together with an explanation of the work and the student's reasons for undertaking it, to the DGS.

This policy applies to all employment, whether at UVA or off grounds. It does not apply to employment during the recesses between terms. However, the purpose of summer funding is to release students from other work so that they can devote their time to research and writing. Students should discuss with their advisor any plans for additional summer employment before committing to it. Non-U.S. citizens must comply with the employment limitations of their visas; they should consult with the International Studies Office if they have questions.

xiv. Mediation and Grievance Policy

The faculty, staff and graduate students of the Department of French are committed to maintaining a community that is based on mutual respect, trust, and intellectual integrity. Individuals (faculty, staff, or students) who believe that they have been treated disrespectfully or unfairly should first attempt to resolve their concern informally and, if at all possible, directly with the other party.

Everyone is encouraged to consult with, or seek mediation assistance from, Departmental resources: the Graduate Mediator, the Graduate Representatives, the DGS, the Chair, faculty advisors, or the LPD for GTA issues. Individuals who believe they have been unlawfully discriminated against on the basis of age, color, disability, national or ethnic origin, political affiliation, race, religion, sex, sexual orientation, or veteran status, may either consult the resources listed above or contact the Office of Equal Opportunity Programs (924-3200) directly. Please see the *Graduate Record* for more details regarding extra-Departmental resources.

Mediation

If possible, the concerned individual should discuss the matter with the other party face-to-face. If no resolution results or if such a meeting would be inappropriate, the individual may either ask one of the Departmental resources to speak to the other party in his or her stead, or he or she may request a departmental mediation session. Mediation is an informal and confidential process where the parties can participate in a search for a fair and workable solution. Mediation requires the consent of both parties and involves the participation of at least one of the Departmental resources mentioned above. The parties may agree to have the mediator(s) record in writing their resolution.

Every effort should be made to resolve the matter at an informal level without escalating the complaint to the status of a formal grievance. Discussions aimed at informal resolution must remain confidential and generally last for no more than 30 working days. Confidentiality protects all individuals involved.

Grievance

If no informal resolution occurs, the concerned individual should compose a written statement documenting the misconduct causing the complaint, its adverse consequences, and the informal efforts at resolution made to date. This statement should also include a description of the remedy sought. The grievance should be submitted to the Department Chair in a timely fashion. If the grievance concerns the Department Chair, then the grievance will be submitted to the DGS, who, if not a full professor, will designate a full professor to handle the grievance.

xv. Colloquia and Lectures

The Department organizes scholarly colloquia, public lectures and more informal talks throughout the academic year. Attendance of graduate students at such events is expected. The Department encourages graduate students to recommend possible lecturers and to participate in the organization of events.

APPENDICES

Definitions and Abbreviations

Affiliated Faculty	Faculty in departments other than French, who have been elected to participate in the academic life of our department
DGS	Director of Graduate Studies
DUP	Director of Undergraduate Program
Faculty in French	Faculty members employed by the Department of French Language and Literature
GSAS	Graduate School of Arts and Sciences
GSC	Graduate Studies Committee; consists of faculty members in French, chaired by the DGS
LPD	Language Program Director
MA student	A student currently enrolled in the MA program
NTR	Non-Topical Research; see description under General Regulations
PhD student	A student currently enrolled in the PhD program
RCS	Required Course Sequence (FREN 1010-2020)
SCPS	The School of Continuing and Professional Studies

Graduate Student Representatives

Elections

Graduate student representatives are elected annually in April. The PhD Representative organizes the election unless he or she is running for re-election or election to a new position. In that case, the PhD Representative delegates the organization of the election to any one of the other representatives who is not running for office.

MA Representative

The MA Representative (MA rep) will attend monthly faculty meetings and report to the faculty, if necessary, regarding concerns or issues among graduate students, thereby serving as a liaison between the French Department faculty and the French Department MA students. In addition, the MA rep will report back to the MA students any relevant information from the faculty meetings. He or she will also assist to schedule meetings, if appropriate, where all French Department MA and doctoral students will be given the opportunity to discuss departmental issues. Finally, the MA rep will spearhead any communal efforts to prepare for the MA comprehensive exam, including, but not limited to, reserving rooms, organizing the format and schedule of those meetings, and communicating specific questions and concerns to professors as they arise.

PhD Representative

Responsibilities include: Attending monthly faculty meetings and reporting to the faculty, if necessary, regarding concerns or issues among graduate students, thereby serving as a liaison between the French Department faculty and the French Department doctoral students; reporting also to the doctoral students, if necessary, regarding the goings-on during those meetings; coordinating the provision of food for graduate teaching assistants on the evenings of the administration of undergraduate final exams; scheduling meetings, if appropriate, where all French Department doctoral students are given the opportunity to discuss departmental issues.

Newcomer Liaison

The Newcomer Liaison will primarily help incoming students and lecturers through the process of settling in at UVA and in Charlottesville. Responsibilities will vary depending on the needs of the department's new members. The primary task will be to serve as a contact beginning with new department members' acceptance of admission or signing of contract. The liaison is encouraged to reach out to newcomers before their arrival in Charlottesville via email and must be available and active at Orientation and at the beginning of the academic school year; he or she can expect to field some questions throughout the academic year. Common questions in the past have involved housing, completing administrative formalities for domestic and international students/lecturers, setting up email

accounts, and locating different offices on Grounds. The liaison is not expected to attend faculty meetings.

Graduate Student Representative to the Mediation Committee

The Graduate Student Representative to the Mediation Committee in the French Department serves as a contact for MA and PhD students to voice problems and/or misunderstandings between a graduate student and a faculty or staff member in the French Department. All discussions between the mediator and graduate students are strictly confidential. The mediator will provide advice for resolving the misunderstanding or conflict in consultation with the DGS, while preserving the graduate student's anonymity. If face-to-face discussions are organized between the two parties (the graduate student and faculty/staff member), the mediator may be called upon to be present at the meeting.

GSASC Representative

The GSASC Representative from the French Department is the liaison between the Graduate School of Arts and Sciences Council and the Department. The responsibilities are to attend monthly GSAS Council meeting (around an hour to an hour and a half) and to serve on one (or more) of the four committees that the council is divided into (Budget, Social, Research, and Teaching and Life). The committees meet separately once monthly. The council sponsors events for Graduate Students, such as Happy Hours, Cookouts, Lectures, Sports and Athletic opportunities and a Research Exhibition each spring. There is an email list for the council. New representatives can sign up at: gsasc-interest@virginia.edu. The Council web page with more information is: <http://gradcouncil.com/>

Diversity, Equity and Inclusion Grad. Student Representative

The role of the DEI Representative is to assist the Graduate program in French in an effort to embrace diversity and equity as pillars of excellence, to help cultivate inclusiveness and mutual respect throughout our actions within our Graduate program. The DEI Representative will play a major role to insure that the actions of the members of our program are aligned with shared values of equity and inclusiveness.

**New World Studies
PhD Certificate Program
Graduate School of Arts and Sciences
University of Virginia**

Prerequisites

- Admission to a PhD or MA/PhD program at the University of Virginia.
- Proficiency in at least one language of the Americas (including Creoles and Amerindian languages) other than English. (This knowledge may be demonstrated either on the strength of the transcript or by special examination.)

Application

Application is to be made to the PhD program of a department of the Graduate School of Arts and Sciences in the Humanities or Social Sciences.

Program of Study

Candidates for the Ph.D. with a Certificate in New World Studies will be required to complete the degree requirements of their major department. In addition, candidates will complete certification requirements with the guidance of an advisory board to be named by the home department. The advisory boards shall consist of three members of the graduate faculty of whom one must be a member of the New World Studies contributing faculty. Two members, including the Dissertation Director, must be members of the candidate's major department. While the Advisory Board may, in whole or in part, coincide with the student's departmental examination and dissertation committee, it has special and distinct responsibilities for certifying that the student completes NWS requirements.

Certification Requirements

- Three graduate courses or seminars directly related to the candidate's NWS specialty. These three courses are in addition to the requirements in the candidate's major field.
- Competency in a second language of the Americas other than English.
- Examination(s) in the student's special areas of research, to be designed and administered by the student's Advisory Board. It is expected that these exams should take place at the end of the student's third year in the doctoral program.
- Completion of an acceptable dissertation in consultation with the Advisory Board. The Advisory Board must then certify that the dissertation has fulfilled NWS requirements. This decision is distinct from the department's approval of the dissertation and must be communicated to the Graduate School for the certificate in NWS to be conferred.

Requirements for the Degree of Doctor of Philosophy in French – personal checklist

See Collab – French grads for official forms for each Milestone completed

Doctoral Committee Declaration Form Date submitted to French Dept. office: _____

Due: by December 1 of Year 3 (for students transferring credit toward Year 1, their second year at UVA)

Doctoral Committee: _____ Director
 _____ 2nd Reader
 _____ 3rd Reader
 _____ Dean's Representative (added later)

Course work Date form submitted to DGS: _____

- minimum: 42 credits (14 courses): 6 courses at 5000 level or above; 8 at 7000 level or above.
- must include FREN 7040 (Theories and Methods of FL Teaching).
- students may petition the DGS to transfer up to 18 credit hours (6 courses).
- students may petition the GSC to take up to 2 courses outside the French Department.

Field A (Pre-1800)

Course mnemonic and title	Semester/Year	Transfer? y/n

Field B (Post-1750)

Course mnemonic and title	Semester/Year	Transfer? y/n

Other Courses

Course mnemonic and title	Semester/Year	Transfer? y/n
FREN 7040 Theories and Methods of Foreign Language Teaching	Fall, _____	N

- | | | |
|--|-------------------------------|---------------|
| <input type="checkbox"/> Preliminary research statement submitted to DGS | Date: Apr. 20, _____ | May 30, _____ |
| <input type="checkbox"/> Field statement subm. to DGS (with diss. director approval) | Date: Sept. 15, _____ | |
| <input type="checkbox"/> Reading Lists, Questions & Prelim-1 dates subm. to DGS | Date: Jan. 31, _____ | |
| <input type="checkbox"/> Additional language | Date completed: _____ | |
| Qualifying exam: <input type="checkbox"/> I. Comprehensive exam | Date completed: _____ | |
| <input type="checkbox"/> II. Written exam | Date completed: _____ | |
| <input type="checkbox"/> III. Proposal and oral exam | Date completed: _____ | |
| <input type="checkbox"/> Dissertation <input type="checkbox"/> Chapter 1 submitted to diss. director | Date completed: Nov. 1, _____ | |
| Chapter 1 presentation | Date completed: _____ | |
| Dissertation | Date completed: _____ | |
| <input type="checkbox"/> Final oral exam (defense) | Date completed: _____ | |

Requirements for the Degree of Master of Arts in French – personal checklist
See Collab – French grads for official forms for each Milestone completed

Course work

Date form submitted to DGS: _____

- minimum: 30 credits (10 courses), all at the 5000 level or above.
- MA students pursuing the pedagogy option must enroll in FREN 7040 (Theories and Methods of FL Teaching).
- students not pursuing the pedagogy option may take 1 course as a reading course (for a grade)
- students may petition the GSC to take up to 1 course outside the French Department.
- students may elect to write a Master's Thesis, for which they will enroll in FREN 5998 and 5999; all 6 credits count toward the required 30 and 3 credits may be applied to the course distribution requirements.

Field A (Pre-1800; within the French Dept.)

Course mnemonic and title	Semester/Year

Field B (Post-1750; within the French Dept.)

Course mnemonic and title	Semester/Year

Other Courses (at least 3 within the French Dept.; 7040 if teaching)

Course mnemonic and title	Semester/Year

Declaration of Field (Comprehensive Exam) submitted to DGS Date completed: Sept. 1, _____

Reading list submitted to DGS Date completed: _____

Comprehensive Examination Date completed: _____

Summary of Handbook Revisions

** indicates policy change*

1 August 2007	Language of incomplete policy clarified
8 August 2008	<ul style="list-style-type: none">* Procedure for continuation to the PhD modifiedGraduate Student Representative responsibilities defined* Incomplete policy modified in accordance with change in GSAS policyLanguage of preliminary examination policy clarified* Satisfactory progress calendar for doctoral students (Year 3) modified (see “Satisfactory Progress” and “Dissertation”)
1 June 2009	<ul style="list-style-type: none">Numbers updated to new 4-digit formatCriteria for preliminary exam evaluation clarifiedPaperwork for preliminary exam clarified
1 February 2012	<ul style="list-style-type: none">* Requirements for PhD revised* FREN 7040 credit given toward required credits for M.A. and PhD* FREN 7500 no longer required* Number of courses allowed outside the Department changed (MA & PhD).
10 August 2015	<ul style="list-style-type: none">* Revised timeline for doctoral studies; additional requirement of field statement for PhD
31 July 2016	<ul style="list-style-type: none">* Doctoral Committee and Language Requirement: minor modifications to reflect current practice
26 May 2017	<ul style="list-style-type: none">* Significant structural changes, separating the programs into stand-alone MA programs (with a new pedagogy option) and a doctoral program; format of MA comprehensive exam changed and MA options brought into alignment with each other; changes to PhD requirements
1 May 2019	<ul style="list-style-type: none">• Timing of transfer credit petition changed; description of teaching assistantships updated to align with current practice; minor clarifications added throughout
1 May 2022	<ul style="list-style-type: none">* Added Diversity, Equity and Inclusion Grad. Student Representative